



PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA

02/13/2017 | 2:30-4:30PM | Rm. 2410

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Professional Development Committee

Members:

Chair: Greg Daubenmire/Howard Blumenfeld

A&H: Maureen O'Herin

CATSS: Ernie Jones/Robin Roy

MSEPS: Howard Blumenfeld,
Greg Daubenmire

BHAWK: Patricia Stokke

Stud.Serv.Faculty: Gabriela Discua,
Brian Owyong

CLASSIFIED: Tim Druley, Frances
DeNisco, Bill Eddy, Carolyn Scott,
Ana Del Aguila

PART-TIME FACULTY: TBA

Agenda Item

Presenter

1. GENERAL BUSINESS

1.1 Call to Order/Quorum

Order was called at 2:33 PM. All members were in attendance except for Patricia Stokke (BHAWK), Bill Eddy (Athletics), and Ana Del Aguila (Classified).

Diane Brady was present for the first half hour of the meeting as a guest speaker.

Elena Cole was present as the Basic Skills Transformation Grant Liaison.

1.2 Review and Approval of Agenda

Chair Chair

1.3 Review and Approval of Minutes

Ernie motioned to approve. Carolyn seconded.

Chair Chair

2. (Old Business)

a) Variable FLEX Contract Form

Depending on who you ask, the Variable FLEX form is either being held up for discussion by the FA Executive Board or the District.

b) State Budget Concerning Professional Development – ***It was advised that we talk to Chabot about the state of their Professional Development. Elena offered to do this. The website for Chabot College Professional Development is <http://www.chabotcollege.edu/StaffDevel/>***

Frances mentioned that you can claim PD expenses on your taxes.

It is in the Faculty Contract that we have to do Professional Development, so how do we attend conferences and activities when we have such a limited personal budget of \$250?

3. (Informational Items)

Presenter

- a) Flex Day Program for Spring 2017
Howard showed everyone the program. Frances mentioned that Classified Professional Staff might look into putting together their own program next time as they used to do in the past. They had to adjust to the new planning process this year which is why there were so many adjustments to the schedule from the classified area.
- b) Global and Individual Event Surveys for Flex Day Spring 2017
Howard showed the global survey for FLEX day and mentioned how all presenters should have received packets containing the individual activity surveys. All surveys will be distributed to event attendees and returned to Kelly Abad at the conclusion of FLEX day.

4. (New Business)

- a) FLEX Days for 2017-2018 AY
 - Should we hold joint FLEX Day with Chabot or keep them separate? ***Frances mentioned it would be interesting to see what our counterparts do at Chabot. The benefit would be in “cross pollination.” Classified Professional Staff used to have separate flex days from faculty and would use this as an opportunity to link up with other colleagues at Chabot.***

In his discussions with people at Chabot College, Greg noted that they were not interested in holding a joint FLEX day. Howard mentioned that he is personally not in support of one because of the planning, logistics, need for a location, and need for funding. Coordinators are not supposed to work over the summer, so if a joint day was planned early in the semester, all planning would have to be completed by the end of May, which is not realistic.

Convocation and College Day are technically FLEX days. The Academic Senate will be discussing that we ought to have more say over those. Convocation day is technically a joint FLEX day, so why can't we repurpose it to better serve the needs of faculty and staff?

If we are going to have a joint FLEX day, what are the benefits? Costs? What would be the goals? Who would be organizing this? Where did the money come from?

- Selection of potential dates for FLEX Days
Greg stated that there should be a maximum of 2 FLEX days. Stick to Tues/Thurs – day after a holiday weekend. Too early in Fall is a hardship. Have representatives go to the divisions for feedback about Mandatory FLEX Days. Do we need them? Would Classified like to produce something separate?

- b) Proposed revision of PDC into two separate committees – Faculty PDC & Institutional PDC
Carolyn mentioned that to effectively run the program this way, we would need a Professional Development Manager in Human Resources that manages all of the groups.

Classified representation is part of the 10+1 committee structure that includes classified (governance structure), so to separate the two groups and have one that is “Faculty only” seems to work against the structure set up by the Academic Senate.

According to Carolyn, the PDC has not had to produce FLEX day in the past, so she is not sure why they do now.

If part of the new workload for the PDC Coordinator used to be done by Classified Senate, we could consider going back to that model.

- c) Community Education as Variable FLEX (Frances D.)
Talking about having online classes and discounts for people on campus to take these classes and faculty could count toward Variable FLEX. May be of help to Counseling Faculty. Linking directly to community ed in the website. Can use Lynda.com, webinars, etc. (put on website)
- d) Email to FA regarding the future of the PDC (handout)
Although Howard did not provide the handout, he did discuss that in the email he mentioned seeking Faculty Association protections for Professional Development Funding for conferences.

- e) Historical Data for Conference Requests (google sheets)
The historical data for conference requests is available here:
goo.gl/G0k662
- f) Projected Conference Request Expenses for 2017-2018 AY **The projected conference request expenses for 2017-2018 are available here:** <https://goo.gl/cuZvfZ>

The Professional Development Committee requested that the above worksheet be shared within the Divisions as well as the following question:

How many of you were dissuaded from a PD opportunity because of lack of available funds?

- g) Categorical Funding for PDC (Diane Brady)

Diane Brady provided a handout detailing Budget Bill SB 72. At one time there was a categorical line item for Staff Development but it left in early 2000s (around 2007). The Dept of Finance has yet to reinstitute this categorical line item. Strategies are to put money in other places. Basic Skills statewide funding is \$50 million. As it became clear that we weren't successful at getting line item for Prof Development, it was said that some of this other money should go to professional development (Basic Skills \$2.5 million, some CTE grant money).

It is rumored that Chabot College has a Professional Development Budget of close to \$50,000, but details about it are unclear at this time. Elena is doing research into finding out more details.

Diane provided the committee with a Breakdown of Expenditures Handout highlighting that \$867,220 of our budget is discretionary (office supplies, commencement, science supplies). We get (from state, BAM) less than \$33 million of apportionment. We make up the difference through local revenue (out of state tuition and facilities rental). We have to rent out facilities to balance budget. We look for other sources of money when we can. Outside funding including CTE grants. Are there more grants we can go after? We are going to work on grants.

We had over \$3.5 million in requests last year for discretionary funding. We are trying to leverage some of the different grant funding programs to pay.

It is not clear why our committee is only able to grant \$250 per faculty member per conference, but Diane believes it has something to do with innovation funding. Greg mentioned that we used to have \$400 and then it went to \$250 during the budget crisis. These cuts were supposed to be temporary, Howard asserted, but the funding levels have yet to recover from the deficit.

Diane's advice was to attend the Dept of Finance hearings and talk to the legislature about why it is important. Diane will email us the dates and times of these meetings.

We can't really see how the District spends their money, but they can see how faculty and staff spend theirs. Why is it that some people can have their conferences completely funded outside of the PDC but faculty cannot receive more than \$250 in institutional funds? Who, either here or at the district, makes decisions about how money is allocated? There is a lot of uncertainty here.

What is the statewide professional development program? Are they going to do advocacy at the State Capitol? Classified Senate has a legislative arm. Annual report to the State.

Frances applied for grant from IEPI. IEPI might be a place to look for additional funding. The topic of our funding should also be brought up at the Institutional Effectiveness Committee.

Diane mentioned that she would make herself available to us for future committee meetings.

h) BioSciences Grant & Strong Workforce Grants

Howard shared the "Additional Funding Sources" website with the committee. Elena briefly discussed the Basic Skills Transformations Grant.

i) Additional Grant Funding (Deans Meeting)

Although Howard initially set up a grant meeting with the Deans, he cancelled it in order to collect more data about faculty and staff professional development needs.

j) California Great Teachers Seminar

Elena shared information about this valuable seminar, including that she attended it 20 years ago. Faculty interested

in attending may apply for funding through PDC and the Basic Skills Initiative.

- k) Updated Mandatory FLEX Activity Request Form

Howard shared the simplified and updated form with the committee.

- l) Need to update Flow of Conference Paperwork Process – ***Elena mentioned that we suffered in the last accreditation report from not having adequate minutes – definitely a need for more classified support like Carrie Kincaid.***

Howard discussed the idea of trying to work together on putting together a non-instructional position request for a classified support individual who would support programs including Professional Development.

- m) Update on “Working Together” and “Teaching Institute”
Howard provided a brief update on “Working Together” including the February FLEX Day activity and their upcoming presentation at the ASCCC Instructional Design and Innovation Institute.

- n) Spring 2017 liaison with Basic Skills Professional Development Coordinator
Elena will be attending our committee meetings indefinitely so long as she is grant coordinator.

5. Transformations Grant (Elena)

6. Conference Funding Request Approvals (Greg)
The following conference funding requests were approved:

- 1) Steve Chiolis***
- 2) Howard Blumenfeld***
- 3) John Ruys***
- 4) Hortencia Navarez***
- 5) Ian Brekke***

7. Good of the Order
Howard mentioned the need for faculty and staff to advocate for

greater funding for Professional Development, both at the local and state level.

8. Adjournment – **The meeting was adjourned at 4:28 pm by Greg and the motion was seconded by Maureen.**

Next Regular Meeting: March 13, 2017

Room 2410

Meeting Dates: 15-16 Academic Year

~~September 12, 2016~~

~~October 10, 2016~~

~~November 14, 2016~~

~~December 12, 2016~~

~~February 13, 2017~~

March 13, 2017

April 10, 2017

May 8, 2017

First Meeting Date: 17-18 Academic Year

September 11, 2017